



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement (VA)
A22-2014

OPEN TO: All Interested Candidates
POSITION: Information Media Specialist, FSN-9*(Training level); **FP-05**** (Please refer to the position title or VA number in your application to be considered)
OPENING DATE: April 24, 2014
CLOSING DATE: May 08, 2014
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 1,689,380* (Grade 09)

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH

Please note that a selected candidate with 04 years experience will be hired at a Training Level FSN-09 for the first year.

*This represents the total annual compensation including salary, bonus and benefits.

**Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Algeria is seeking an individual for the position of information Media Specialist in the Public Affairs Office.

BASIC FUNCTION OF POSITION

Under the supervision of the Information Officer, the incumbent is responsible, together with one other Media/Information Specialist, for analyzing and reporting on Algerian print media, television, internet, and radio in both French and Arabic. The incumbent works with the other Media/Information Specialist to draft in English a daily comprehensive summary of the news to reflect current events in Algeria and the U.S.-Algerian bilateral relationship for officers at all levels in the Embassy and in Washington and also develops and presents a daily oral briefing in English for the Embassy leadership. The incumbent drafts in French, Arabic, and English press releases, biographies, letters, documents, and reports as needed. He or she must develop and maintain excellent contacts with local and international media representatives and appropriate government contacts, and organize and promote all Embassy media events, press conferences, and interviews. Incumbent is responsible for the Embassy's social media presence and works with the Press Office team and other sections in the Embassy to develop social media strategies to meet the Mission's goals.

Please contact the HR Office if you wish to review a copy of the complete position description

listing all duties and responsibilities of the position.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Required Education: A university degree is required. BA or BS in humanities, social sciences, or natural sciences

2. Prior work experience: Four years of responsible professional work experience is required in fields related to journalism, public/ international relations, marketing, social media, administrative or program management, history, politics, economics, communication or a similar professional-level work.

3. Language Proficiency: Level 4 English, French and Arabic is required.

4. Job Knowledge: Excellent knowledge about Algerian history, current events, and social trends is required along with a good familiarity about U.S. history and institutions. Excellent knowledge about the media, political, and social environment in Algeria is required.

5. Other Skills and abilities: Ability to initiate and develop excellent working-level contacts with the media and government officials are required. Ability to analyze, draft, adapt, and translate information into and from Arabic, English, and French is required. Ability to use a computer is required. Must have excellent communication skills and be a team player. Must be able to multi-task and be creative. Must be able to problem solve and have initiative (self-motivated). Must be familiar with social media and able to create, develop, and direct content for various social media platforms

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members that currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff of Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with the application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

**THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE
APPLICATION WILL NOT BE CONSIDERED.**

CLOSING DATE FOR THIS POSITION: May 08, 2014

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**
Attention: Information Media Specialist, Vacancy Announcement TL# A22-2014
Point of Contact: Human Resources Office
Fax to : 0770 082 288
Post to: BP 408 16000 Alger Gare
E-mail to: **usembassyalgiers_app@state.gov**